

## **NOTES FROM THE DIRECTOR**

### **Achievement Gap Dashboard Coming Tomorrow to WISEdash for Districts**

Be on the lookout tomorrow, April 28, for a WISEdash Notification regarding the release of the new Achievement Gap Dashboard. Users with secure access will see graphs displaying gaps in performance on the Badger Exam and ACT statewide assessments, as well as attendance rate gaps. The new dashboard will display gaps in performance between a minority group (target group) and a majority group (comparison group) at school, district, and state levels.

Unlike other dashboards, the purpose of this dashboard is not to display the results for a given subgroup--but rather to display the gap in results between student groups. This supports our ongoing and collective efforts to highlight, address, and close Wisconsin's achievement gaps.

More information will be provided in tomorrow's notification about the data included, how data is displayed, and the process for providing feedback.

### **April Tea with Troy**

The recorded version of last week's 20-minute April Tea with Troy and accompanying PowerPoint are now available on our [website](#). Members of the OSA team provided some brief updates and answered questions from participants regarding DLM, Forward, ACCESS for ELLs, and ACT Aspire. Please mark your calendars for our next Tea with Troy that is scheduled for **Thursday, May 26 at 3:00**. More information regarding the agenda, calendar invite, and access directions will be forthcoming.

### **Forward Exam - Unlocking and Regenerating Test Tickets**

As mentioned in the Forward section below and per DPI policy, a DAC can unlock/regenerate test tickets only if *either* of the following conditions are met:

- The number of items the student attempted is **two or less**.
- The duration of the test is **two minutes or less**.

If these conditions are not met, the DAC must contact DPI for unlocking/regeneration guidance.

~Troy

Troy Couillard, Director - Office of Student Assessment

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## **WISCONSIN STATEWIDE ASSESSMENT SYSTEM UPDATE**

### **FORWARD EXAM**

- **NEW - Forward Testing Status Updates**
  - We are more than halfway done with the testing window for the Forward Exam. As of this morning, approximately 61% of tests have been completed throughout the state.
- **NEW - Invalidating a Test**
  - A test can be invalidated by accessing the student's profile in eDIRECT. Edit the record for the student by selecting the "testing code" tab, and then selecting the "invalidated"

option. Select the invalidated option for the appropriate subject area. Please note that invalidations are content-area specific.

- **NEW - Last Call for Braille Orders**

- The deadline to order a Braille version of the Forward Exam is **May 1, 2016**.

- **REMINDER - Unlocking vs. Regenerating Test Tickets**

- **Unlocking:** Unlocking allows an eDIRECT user to re-open a test session for a student who accidentally ends their test before completing the session. The student is able to log in to the session using the same test ticket.
- **Regenerating:** If a student should have an online accommodation (such as TTS) and starts the test *without* the accommodation assigned in eDIRECT, the accommodation will need to be assigned and the test will need to be regenerated. Regenerating deletes all previous responses and will assign a new password. If a student starts a test and discovers the accommodation is missing, the proctor should direct the student to END the test (NOT pause and exit).
- **Important:** A DAC can unlock/regenerate test tickets if *either* of the following conditions are met:
  - The number of items the student attempted is **two or less**.
  - The duration of the test is **two minutes or less**.

If these conditions are **not** met, the DAC should contact DPI for unlocking/regeneration guidance.

- **REMINDER - Standard Setting and Item Review This Summer!**

- Standard Setting and New Item Review (including Bias/Sensitivity) meetings for the Forward Exam will be held this summer by DPI and DRC according to the table below. An application is available on our [Educator Involvement webpage](#). Please pass this information along to staff who may be interested in participating in these meetings. All applications should be submitted to [osamail@dpi.wi.gov](mailto:osamail@dpi.wi.gov) **no later than May 20**.

STANDARD SETTING				ITEM REVIEW			
Committee	Grade Span	Meeting Dates	Meeting Duration	Committee	Grade Span	Meeting Dates	Meeting Duration
All Subjects: ELA, Math, Science, SS	All grades: 3-8, 10	June 14-17	4 days	ELA	3-4, 5-6, 7-8	Aug. 22 - 25	4 days
				Mathematics	3-4, 5-6, 7-8	Aug. 22 - 24	3 days
				Science	4, 8	Aug. 22 - 24	3 days
				Social Studies	4, 8, 10	Aug. 22	1 day

## **ACT HIGH SCHOOL ASSESSMENTS**

### **ACT Aspire**

- **NEW** - The Aspire test window launched this week, and some of our districts have already begun testing.
  - As part of your normal test security measures, please make sure that proctors have students check that they have the appropriate test ticket, and are logging into their own test prior to beginning the assessment.

- **Reinstatements:**
  - When submitting reinstatement requests in the ASPIRE portal, the name and contact information for the staff submitting the request should be entered in the comment section along with a detailed reason for the reinstatement request. When a test is reinstated, all the current responses are purged and the student will have to take the test again.
  - After requesting the reinstatement, you should check the Student Request Queue for the status of that request. If approved, you will need to create a new test session for that student, add them to the test session and test the student.
- Aspire Test **REMINDERS**
  - **Test Times (in minutes) for ACT Aspire Grades 9 & 10:** Below are the test times for Wisconsin ASPIRE testing. The general AVOCET webpage and the generic ASPIRE trainings may contain information that **does not apply or may be incorrect** with regard to our Wisconsin ASPIRE testing.

English	Math	Reading	Science	Writing
40	65	60	55	30

- **Test Sessions:** In order to test your students, test sessions must be created for them. Students will not be able to test if sessions have not been set up in the ACT Aspire Portal. Students who need accommodations must have a completed Personal Needs Profile (PNP) in the Portal before being placed in an online test session.
  - The Test Coordinator Manual - Test Session Setup (CBT) on the [Avocet webpage](#) includes information on setting up test sessions. Information on how to set up test sessions is also available via the following self-paced training videos within the [Training Management System](#) (TMS).
    - Creating, Editing, and Viewing Test Sessions (15 minutes)
    - Adding and Removing Students from Test Sessions (5 minutes)
    - Copying Test Sessions (6 minutes)
- **Technology**
  - By this time, you should have a Tech Coordinator in the ACT Aspire Portal who has:
    - Set up the **proctor caching**
      - Proctor Cache is the software that works with the test engine (TestNav) to reduce the overall bandwidth requirement for the ACT Aspire assessment and improves the online testing experience for the students.
    - **Assessed the readiness** of your student testing workstations and your organization's connectivity using the System Check for TestNav tool
      - System Check is a web-based tool that allows technical administrators to perform a few simple tests to verify readiness for computer-based testing.
    - **Remembered to purge the proctor cache content from your last ACT Aspire administration and load the new content for this administration.**
      - Instructions can be found starting on page 18 in the [Technical Readiness Manual](#). If these tasks have not been done, please do so asap.

- **Installed the TestNav App on each machine to be used for testing, by clicking the appropriate link on the [ACT Aspire Landing Page Technology Set-Up](#) page.**
    - A training module called TestNav8 Overview is available [HERE](#).
    - A Technology Coordinator checklist is included in the Technology coordinator manual.
- **Student Transfers:** Schools should use the Student Transfer process in the ASPIRE portal for students who transfer between two schools.
  - The new school should request to transfer students from the old school. The ASPIRE portal administrator from the student's old school should review and approve the transfer.
  - Detailed information on the Student Transfer process in the ASPIRE portal is included on pages 40 - 41 of the ASPIRE Portal User Guide (available on the [Wisconsin ASPIRE AVOCET webpage](#).)
  - **Portal administrators must select the student tab on the top navigation bar in the ASPIRE portal, then select the student request queue, and approve/reject the requests that are pending asap. This step must be completed so as to allow new schools to establish the test sessions for these students.**
- **ASPIRE Manuals and Resources**
  - Please make sure to access the manuals and resources from the Wisconsin specific AVOCET webpage <http://avocet.pearson.com/WisconsinACTAspire/Home> and not the general AVOCET web page. The general AVOCET web page may contain information that may not apply or may be incorrect with regards to the Wisconsin ASPIRE testing.
- **Upcoming Spring 2016 timelines\*:** Note pertinent dates in Calendar table below, as well as the [ACT Aspire Spring Checklist of Dates](#) for a complete list of Aspire dates.

## **ACCESS for ELLs**

- **NEW - To Download Your District's Data:**
  - Log into the WIDA AMS and choose Student Score Reports > Test Results.
    - Under 'Report', choose Student Response File.
    - This is a fixed-width-column text file which replaces a CD you may have gotten from MetriTech in previous years. You will need to format it as follows:
      - The description of the columns and widths can be found under General Information/Training Materials > Memos/Documents titled "DISTRICT VERSION - State Student Response File Layout - ACCESS for ELLs 2.0" and "DISTRICT VERSION - State Student Response File Layout - Alternate ACCESS for ELLs".
      - You can either use the File Layout to manually import the text file in Excel using the Fixed Width Import Wizard and setting the columns manually as described in the File Layout, or your IT staff may be able to write a short script to parse the text file into a more useable format using that document.
    - Also available here are Frequency and Roster Reports.
      - District Frequency reports do not contain student level data. They are summarized reports which show the number and percent of students in each of the Performance Levels of 1-6, broken down by grade.
      - School Roster reports are the student-level summary files that show the

students broken down by grade. It includes their name and performance on the four domains of Listening, Reading, Writing, and Speaking, and their calculated Composite Scores for Oral Language, Literacy, Comprehension, and Overall English Proficiency.

- A PDF of Individual Student Reports (ISRs) for each School can also be downloaded in English or Spanish by choosing the Student Reports option.
- **REMINDER** - ISRs are available from WIDA AMS in 40+ languages under Student Score Reports > On-Demand Reports. You can download/print individual reports or in bulk by School or by Grade.

## **DYNAMIC LEARNING MAPS (DLM)**

- **REMINDER- Data Lockdown Updates:** Do to concerns regarding the DLM Helpdesk's capacity to handle call volumes, DPI will now be handling all data requests. Should data corrections be necessary during the window, all requests must be made by the District Assessment Coordinator through [Kristen Burton](#) at 608-267-3164.
  - DPI may require the completion of either the Enrollment Template or the Roster Template posted on the [DLM webpage](#). DPI is not using the Scenario Templates previously provided by the Helpdesk. If necessary, DPI will send you a link to the secure file transfer.
    - **Please verify that all codes are completed and checked for accuracy.** If you are uncertain of the code, please refer to the [Data Steward Manual](#) or contact [Kristen Burton](#).
- **REMINDER - Test Administration Information:**
  - Refer to [Test Administration Manual](#) beginning on p. 126 for information on how to find student test tickets and Testlet Information Pages (TIPS). If you are not able to view student test tickets, **please check to make sure the following four steps have been completed in order to release testlets for students:**
    - 1) Test administration training must be completed. Test administrators must *open* the certificate in order to register completion of training.
    - 2) The teacher must have activated their Educator Portal account and they must *accept* the Security Agreement. Open 'My Profile' in educator portal to access your security agreement if uncertain.
    - 3) The student *must* be rostered to a teacher for each content area in the applicable grade (ELA, Math, Science and/or Social Studies).
    - 4) The First Contact Survey must be completed and *submitted* for each student taking the DLM.
  - Remember students in grades 4, 8, and 10 must have SS rater forms completed. Teachers may print forms off the [DPI](#) or [DLM website](#), and then enter the derived performance level into the social studies testlet for submission to DLM.
  - **REMINDER-** Some students may receive field test items in ELA or math once all operational testing has been completed. Field test items do not contribute towards students final score. Field test testlets are delivered in 'batches' and include an 'R' in the naming convention i.e. [ELA RI.3.4 IP R-4943](#)

- **NEW** - Teachers should be using the Testlet Information Pages (TIPs) to find information about the testlet prior to signing in to the secure browser, KITE Client.
- **NEW** - Should a testing session need to end early, the teacher should use “EXIT DO NOT SAVE.” Failure to exit this way will submit the testlet for scoring.
- **REMINDER - Special Circumstance Codes:**
  - DLM will include a function for only the DTC or BTC roles to document a reason for nonparticipation (i.e. parent-opt out, significant medical emergency, recently arrived, etc.) on the DLM assessment.
  - Special Circumstance Codes can only be entered once the test window has opened and a testlet is assigned to the student. DTCs or BTCs should follow procedures in the [Test Administration Manual](#) (p. 126) to locate the student test tickets, select the testlet name (in blue text) to reach the screen below and then enter the appropriate circumstance code. Once a code has been selected and saved, it CANNOT be changed. All students who do not complete the required assessment will count as ‘not tested’ for accountability purposes.

State Student Identifier	Last Name	Grade	Roster	School ID	Current School Year	Educator ID	Educator First Name	Educator Last Name	Assessment Program	Test Information	Special Circumstance	Special Circumstance Status
Enrolled Students												
<input checked="" type="checkbox"/>											Select	N.A.
<input type="checkbox"/>											Select	N.A.

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## **PALS**

- The PALS Spring 2016 administration window for 4K through 2nd grade opened on Monday and remains open until May 20, 2016, with the score entry deadline set for June 3.
  - Teachers in Kindergarten, 1st and 2nd grades should be using the Form A materials this spring.
  - Teachers should already have these administration kits and scoring materials. If extra materials are needed, contact [Duane Dorn](#) (608-267-1069).
  - Check [HERE](#) for more information about administration requirements.
- **REMINDER** - Refer to the [Assessment of Reading Readiness, 2016-17 School Year](#) guidance document prepared by DPI regarding the new requirements for assessing students for reading readiness for the 2016-17 school year.
- **REMINDER** - PALS has partnered with the CESA Statewide Network to offer Wisconsin school districts the opportunity to renew their PALS contract through CESA Purchasing. More information about this CESA Purchasing-PALS Partnership, including an [FAQ](#) and details about [incentives and professional development opportunities](#), can be found at the [CESA Purchasing website](#).



# DAC DIGEST DIGESTIBLES (Dates/tasks that are newly added this week are in **bold**)

Important Dates to Remember		
May	April 25 - May 20: PALS Spring 2016 administration window for 4K through grade 2	PALS
	April 25 - May 27: ACT Aspire Grades 9-10 Assessment Window	ACT Aspire
	1: Deadline to order Braille in eDirect	Forward
	20: Deadline to apply for <a href="#">Forward Exam summer educator involvement</a> meetings	Forward
	20: Close of test window for DLM and Forward	DLM/Forward
	<b>26: May Tea with Troy 3:00</b>	<b>General</b>
June	3: Deadline for ACT Aspire to receive all completed paper answer documents (Braille, Large Print, and American Sign Language only). Late arriving documents will not be scored.	Aspire
	3: PALS Spring Window score entry deadline	PALS
	14-17: DRC Standard Setting meetings	Forward
	15-17: DLM Standard Setting-Science	DLM
August	22-25: DRC Item Review meetings	Forward

Important Tasks to Remember		
<input type="checkbox"/>	Review ACT Aspire Portal users to ensure information is accurate and up-to-date	Aspire
<input type="checkbox"/>	Review important ACT Aspire Dates to Remember	Aspire
<input type="checkbox"/>	Notify relevant staff about Standard Setting (June 14-17) and Item Review (August 22 -25) opportunities	Forward
<input type="checkbox"/>	Review <a href="#">2016-2017 Reading Readiness guidance from DPI</a>	PALS

Online Resource Highlights*		
<i>As new resources are posted to our website, we will include them here for your convenience. This is NOT an exhaustive list, but meant to highlight resources with significant relevance to our upcoming test windows.</i>		
Resource	Contains	Assessment
<a href="#">Forward Prior to Testing Checklist</a>	Provides final reminders for Forward Exam test preparation.	Forward
<a href="#">Educator Involvement Application Forms</a>	Application forms to be considered for participation in June Standard Setting or August Item Review meetings	Forward
<a href="#">Printing Test Tickets in eDirect document</a>	Information regarding multiple ways to print test tickets in eDIRECT. Depending on your needs/system, this offers a variety of options.	Forward
<a href="#">Wisconsin-specific AVOCET</a>	Manuals, trainings, and technology information for Spring testing - NOTE Accessibility User's Guide for Spring 2016 is now available	Aspire
Reminder: <a href="#">Calendar of Training Events</a>	Regularly occurring webinars for schools/districts covering a variety of topics	Aspire
<a href="#">DLM Wisconsin</a> OR <a href="#">DPI DLM</a>	Revised Social Studies Rater Forms are posted for the 15-16 administration to be completed anytime prior to close of the testing window.	DLM
<a href="#">CESA Purchasing-PALS Partnership Information</a>	Website providing information about the CESA Purchasing-PALS partnership agreement	PALS
<a href="#">10 Things You Need to Know About 2015-16 Accountability</a>	Overview of 2015-16 Accountability and Report Cards	General